



Business Centre West, Avenue One, Letchworth Garden City  
Hertfordshire SG6 2HB, United Kingdom

## Custom Printed Lanyards Ordering guidance

To order Custom Printed Lanyards please email your order with the following:

1. An attached copy of your organisations crest or logo and/or any other graphic you would like on your lanyards.  
Please supply as high a quality copy as you have available.  
Alternatively you can post a hard copy to us and we will scan it for you.
2. Indicate your choice of lanyard width:  
10mm **or** 15mm.
3. Indicate the lanyard fastener required:  
NPS Metal Swivel Hook **or** Plastic Slide Hook
4. State any preferences you have for colours, fonts, position of graphics.  
If you have an outline sketch available, please send this to us.

### **NOTES:**

If you have no preferences, please leave it to us and our graphic designers will design your badge using their professional judgement.

Please do not hesitate to contact us with any questions or queries. In the meantime we look forward to serving you as our valued customer.